

READING REGIONAL AIRPORT AUTHORITY

MAY 12, 2009 MEETING MINUTES

MEMBERS ATTENDING

Michael A. Setley, Esq., Chairman
Dr. S. Ronald Miller, Vice Chairman
Gerard G. Johnson, Treasurer
Jeff Schatz, Asst. Sec/Treas.
William Roberts, Esq., Asst. Sec/Treas.
Steve McCracken, Board Member

ALSO PRESENT

Terry P. Sroka, Airport Manager	Edwin L. Stock, Esq., Solicitor
Louise B. Grim, Recording Secretary	Bryan Oscarson, AECOM, Inc.
Duane Heist, Reading Jet Center	Peter Wood, Millennium Aviation
Brian Potts, Bern Twp Manager	Bob Keith, Reading Aero Club
Don Spatz, Reading Eagle	

The May 12, 2009 meeting of the Reading Regional Airport Authority was held in the Administration Office of the Reading Regional Airport. Mr. Setley, Chairman, called the meeting to order at 8:15 a.m.

The minutes of the April 14, 2009 meeting of the Airport Authority were approved as distributed.

There were no public comments at this time.

TREASURER'S REPORT

Mr. Johnson reviewed the budget report for the 7th period of the fiscal year.

Mr. Johnson moved and Dr. Miller seconded the motion to approve Resolution No. 2009-05 approving disbursements for April, 2009. the Board unanimously approved the motion.

The Accounts Receivable Aging Analysis Report for the period ending April 30, 2009 was reviewed by the Board. Mr. Stock was directed to contact the Reading Area Water Authority to issue shut-off notices to Riveredge and the Silo for non-payment of their sewer bills.

SOLICITOR'S REPORT

Mr. Stock reported the terms of sale have been worked out with the Reading Area Water Authority. There are a few small details to work out but RAWA has agreed to credit the airport for water usage for 1 year.

Mr. Johnson moved and Mr. Schatz seconded the motion to approve the Transfer Agreement for the airport's water system and authorize an officer to execute said agreement. The Board approved the motion. Mr. Setley abstained from voting.

Mr. Schatz asked if the Firing Draperies litigation has been resolved. Mr. Stock reported that the account is considered a bad debt. The airport received a payment of \$2,000 as a settlement and the remaining balance has been written off as a bad debt.

COMMITTEE REPORTS

Real Estate Committee

Mr. Johnson moved and Dr. Miller seconded the motion to approve the execution of a month-to-month lease for office space in the terminal building to Liberty Excavators. The office space is for use by the resident engineer for the Runway 13 Runway Safety Area Project. The Board unanimously approved the motion.

AIRPORT MANAGER'S REPORT

Mr. Sroka's report is attached. He also reported the following:

He called for a motion to authorize the execution of an engineering agreement with AECOM, Inc., pending review and approval of the FAA for the Runway 31 EMAS Project. Mr. Johnson moved and Mr. McCracken seconded the motion. The Board unanimously approved the motion. He said an Independent Fee Estimate has been done and the agreement was slightly lower than the independent review.

He reported that Ms Grim has just had her 25th anniversary working for the airport and both he and the board expressed their appreciation and congratulations to Ms. Grim.

ENGINEER'S REPORT

Mr. Oscarson's report is attached. He also reported the following:

The Instrument Landing System (ILS) on Runway 13 is being tested today and expected to be approved for use today.

Engineering on the Runway 31 EMAS Project is expected to begin as soon as the approval of the FAA is received.

NEW BUSINESS

Mr. Setley adjourned the meeting at 8:40 a.m. for an executive session to discuss a personnel matter.

Mr. Setley reconvened the meeting at 8:47 a.m. He called for a motion to authorize a 2% salary increase effective January 1, 2009 for the administrative staff of Mr. Sroka and Ms. Grim. He expressed the Board's appreciation for the work they have done. Mr. Johnson moved and Dr. Miller seconded the motion. The Board unanimously approved the motion.

The next monthly meeting of the Reading Regional Airport Authority will be held Tuesday, June 8, 2009 at 8:15 a.m. in the Administration Office of the Reading Regional Airport.

Dr Miller moved to adjourn the meeting at 8:50 a.m.

Manager's Report
May 12, 2009

1. ARFF personnel received HAZMAT Operation Level training on April 16th as required under FAR 139.
2. On April 27th I had a conference call with FAA/ADO and AECOM regarding the Rwy 31 RSA EMAS project. FAA reviewed the sequence for grant application and cost estimates for this project. Cost estimates for Design have been submitted by AECOM and I had forwarded them to Midstate Consultants Inc. for an Independent Fee Estimate as required by FAA. The result for Midstate's estimate was \$231,109 and AECOM was \$229,957. The results have been forwarded to FAA for approval.
3. Penn DOT land release for RT 183/222 highway project – I received a reply from FAA on my initial land release submittal. FAA is asking for environmental reviews of the proposed project along with a drawing depicting the entire land release area on one map. AECOM is working on a drawing for the ALP and Penn DOT is working the street light information for the air space review (7460). We will also need to include specific easement language provided by FAA and I have contacted Thomas Bellairs for a review estimate of the land appraisal provided by Penn DOT as required by FAA. Some of the outstanding issues relate to FAA not accepting Penn DOT's documents for environmental reviews which could delay the process.
4. I received updated appraisals from Tom McKeon and responded to FAA's letter regarding the land release request for the proposed BCIDA land sale.
5. We have received our new NPDES permit for the Sewer Treatment Plant. SSM had prepared the new application to DEP.
6. MAAM's W.W.II weekend is scheduled for Jun 5-7th. Bern Township has issued MAAM a large gathering permit, TSA has been notified of the security procedures for the event, FAA has been provided a Special Operations Plan as per FAR 139, FAA/FSDO has issued the waiver for the air show, and last minute coordination is underway with FBO's for transient aircraft parking.
7. We continue to screen and issue ID badges to airport tenants and FBOs' as required under the new Security Directive from TSA. The compliance date for this SD is June 1, 2009. It's going to be close but I think we will make it.
8. I met with FAA regarding the old radar tower to review the proposed demolition. The electronics removal will begin in June and the tower demo is proposed in early September 2009.

MEMORANDUM

TO: Terry Sroka, Airport Manager
FROM: Bryan Oscarson, Project Manager
DATE: May 7, 2009
RE: Reading Regional Airport
Engineer's Report for April 2009

CONTRACT SUMMARY

<u>Task</u>	<u>Description</u>	<u>Status</u>
Task 1:	Airport Capital Improvements Plan	Complete
Task 2:	RW 18 RSA Improvements-Final Design	97%
Task 3:	Hangar 501 Demolition-Section 106 Consultation	Complete
Task 4:	Ad Hoc Services	Active
Task 5:	RW 13-31 Safety Area Feasibility Study	Complete
Task 6:	RW 18 RSA Improvements-Construction Phase Services	99%
Task 7:	RW 13 RSA Improvements-EA/Eng/Design	98%
Task 8:	Hangar 501 Demolition-Construction Inspection	99%
Task 9:	RW 13 RSA Improvements-Construction Phase Services	20%
Task 10:	Rehabilitation Runway 18-36 Pavement - Design	1%

MONTHLY REPORT FOR OPEN/ACTIVE TASKS

Task 2: Runway 18 RSA Improvements - Final Engineering/Design

- Work in Progress (April)
 - Coordination with Bern Township
- Next Steps (May/June)
 - Obtain Final Land Development Plan approval from Bern Township and record the plans.
 - Provide documentation to vacate/dedicate Leisch's Bridge Road.
 - Close-out Task 2

- Issues/Actions Being Taken
 - Township requested as-built plans prior to final inspection. The Contractor submitted as-built plans for review.

Task 4: Ad Hoc Services

- Work in Progress (April)
 - Provide RRAA with information to support need for Runway 13 Approach Lighting System project that has stalled with FAA.
- Next Steps (May)
 - Provide RRAA with graphics and support in preparation for May meeting with State Senator's Office to discuss Runway 13 Approach Lighting System and other Airport projects.
 - Update Airport Signage Plans
 - Update ALP for land release to PADOT for highway right-of-way
- Issues/Actions Being Taken
 - None

Task 6: Runway 18 RSA Improvements - Construction Phase Services

- Work in Progress (April)
 - Coordinated final site work with contractor
 - FAA Flight check of localizer passed
- Next Steps (May)
 - Contractor to perform site work.
- Issues/Actions Being Taken
 - Site improvements are being undertaken "at-risk" until we have final land development plan approval and the plans are recorded with Bern Township.

Task 7: Runway 13-31 Safety Area Improvements (E/A & Design)

- Work in Progress (April)
 - Preliminary design of EMAS (site prep only)
 - Prepared EMAS CAT EX document for FAA approval
 - Final design project scoping
- Next Steps (May)
 - None
- Issues/Actions Being Taken
 - None

Task 8: Hangar 501 Demolition - Construction Inspection

- Work in Progress (April)
 - Coordinate with contractor to complete punch list and final payment
- Next Steps (May)

- Close-out Task 8 administrative items
- Issues/Actions Being Taken
 - None

Task 9: Runway 13 RSA Improvements - Construction Phase Services

- Work in Progress (April)
 - Reviewed contractor schedule
 - Responded to Contractor Requests for Information
 - Reviewed contractor submittals
 - Installed Erosion & Sedimentation Control measures (95% Complete)
 - Topsoil stripped and stockpiled (100% Complete)
 - Sedimentation Basin construction (70% Complete)
 - Site Excavation (10% Complete)
 - Repaired "soft soil subgrade"
 - Rain affected 20+ construction days
- Next Steps (May)
 - Review contractor submittals
 - Erosion & Sedimentation Control measures (100% Complete)
 - Sedimentation Basin construction
 - Import and place foreign borrow material (i.e. Fill)
 - Install stormwater management system
- Issues/Actions Being Taken
 - Approximately 7,000 CY topsoil surplus excavated. Available for sale.

Task 10: Rehabilitation Runway 18-36 Pavement (Design)

- Work in Progress (April)
 - Prepared sub-consultant task authorizations
- Next Steps (may)
 - Project Kick-Off
 - Initiate field work (survey, borings, non-destructive pavement analysis)
- Issues/Actions Being Taken
 - None

Project Administration

- Work in Progress (April)
 - Prepared a Project Engineer's Report for April
 - Attended the April board meeting
- Next Steps (May)
 - Prepare invoices and a Project Engineer's report for April.
 - Attend the May board meeting

If you have any questions or concerns, please call me directly at (215) 399-4333.